

Retention and Classification Report

Agency: Governor (2009- : Herbert) (446)

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Records Officer Benjamin Onofrio

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AGENCY: Governor (2009- : Herbert)

SERIES: 28410

3

TITLE: Administrative policy and program files

DATES: 2009-

ARRANGEMENT: Alphabetical by subject.

DESCRIPTION:

This series contains records created by Governor Herbert's administration to document the research, creation, and application of agency programs, policies and procedures. Records may include correspondence, policy and program case files, and executive files documenting leadership roles and decision making processes.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 70.

AUTHORIZED: 02/25/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative needs end and then transfer to State Records Center. Retain in State Records Center for 5 years or until term in elected office ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value to researchers as they document the process used to create policy and programs within the Governor's office.

AGENCY: Governor (2009- : Herbert)

SERIES: 28410

TITLE: Administrative policy and program files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 85076

3

TITLE: Appointed position recommendation files

DATES: 1985-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files document the qualifications and experience of individuals who are nominated and/or recommended for public service or employment in state government. They are used in the decision-making process to consider and to evaluate candidates for government positions. The files contain education, resumes or work histories, qualifications, accomplishments, and other information pertinent to the position for which the nominees are being considered.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State

AGENCY: Governor (2009- : Herbert)

SERIES: 85076

TITLE: Appointed position recommendation files

(continued)

Archives with authority to weed.

APPRAISAL:

Administrative Historical

These records have historical value as they document the process used in nominating and recommending individuals for appointed positions within state government.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA63G-2-302(2)(d)(2008)

AGENCY: Governor (2009- : Herbert)

SERIES: 27587

1

TITLE: ARTIFACTS

DATES:

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Gifts given to the governor in his or her official capacity in recognition of public service or in commemoration of an event include objects of significant monetary or historical value. A record should be kept of gifts or artifacts received that includes a description, date, name of donor, and approximate value. Surplus property and transient memorabilia such as clothing and perishable items are not included.

RETENTION:

Retain by office until change of administration, then transfer record of gifts to Archives. Transfer artifacts to an appropriate repository under Archives supervision.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

APPRAISAL:

Historical

Artifacts which document events and programs of interest to the administration have historical value. Memorabilia that is not unique to a specific event or program is transitory.

AGENCY: Governor (2009- : Herbert)

SERIES: 27587

TITLE: ARTIFACTS

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 25233

3

TITLE: Artifacts given to the governor

DATES: 1984-

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These artifacts are gifts and memorabilia given to the governor in his or her official capacity usually in recognition of public service or in commemoration of an event. Included are objects of significant monetary or historical value, such as plaques, figurines or statues, decorative plates and items associated with special events. Not included are memorabilia of a transient nature such as ball caps, t-shirts, and perishable items.

RETENTION:

Retain until administration changes.

DISPOSITION:

an appropriate repository.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Artifacts: Retain in Office until administration changes and then transfer to an appropriate repository.

APPRAISAL:

Historical

The artifacts and gifts have sentimental and historic value since they document the programs and events of interest to the administration.

AGENCY: Governor (2009- : Herbert)

SERIES: 25233

TITLE: Artifacts given to the governor

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 9393

3

TITLE: Board and commission files

DATES: 1980-

ARRANGEMENT: Chronological, thereunder alphabetical

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series documents the appointments and accomplishments of Governor appointed boards and commissions. Files contain letters of appointment and background information on board and commission member candidates. Records also include copies of agendas, minutes, reports, and other records which document their accomplishments.

RETENTION:

Retain 5 years or until end of elected term in office.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 09/1999

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 9393

TITLE: Board and commission files

(continued)

APPRAISAL:

Administrative Historical

This disposition is based on the historical value of these records in documenting the individuals who served on Governor appointed boards and committees.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Series may contain resume information that may include private information.

AGENCY: Governor (2009- : Herbert)

SERIES: 28403

3

TITLE: Constituent correspondence

DATES: 2009-

ARRANGEMENT: Chronological by year.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series includes letters to the Governor's office from Utah citizens and others who present opinions or request action on various issues. Records include letters, e-mail, documented phone calls, in-person inquiries, and copies of requests referred to the appropriate governmental entity for response.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 03/27/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Disposition based on the value of these records in documenting agency achievements, procedures, and function.

AGENCY: Governor (2009- : Herbert)

SERIES: 28403

TITLE: Constituent correspondence

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (1)(h) and (2)(d)

AGENCY: Governor (2009- : Herbert)

SERIES: 28407

3

TITLE: Declarations

DATES: 2009-

ARRANGEMENT: Chronological by year, thereafter alphabetical by title.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains declarations issued by Governor Herbert. Declarations often express the Governor's inclination to honor specific aspects of Utah's community, culture, and resources. These declarations are created as a public relations service to constituents who would like to draw the public's attention to a particular issue or event.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 11/15/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 28407

TITLE: Declarations

(continued)

APPRAISAL:

Administrative Historical

Disposition is based on the historical value. They indicate issues of importance and popularity during the administration of Governor Herbert.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 28402

3

TITLE: Executive Correspondence

DATES: 2009-

ARRANGEMENT: Alphabetical by subject, thereunder chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains a variety of business-related correspondence from the office of Governor Gary Herbert which provide unique information about administrative functions, policies, procedures, and programs. These records document material discussions and decisions made regarding a wide variety of agency interests. The series also contains a number of correspondence to state agencies as well as individual state employees (in the form of awards or congratulation letters). This correspondence is filed separately from program case files, and project files. Business-related correspondence which provide unique information about agency functions, policies, procedures, or programs. These records document material discussions and decisions made regarding all agency interests, and may originate on paper, electronic mail, or other media. This correspondence is filed separately from program case files, and project files.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

AUTHORIZED: 01/15/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then

AGENCY: Governor (2009- : Herbert)

SERIES: 28402

TITLE: Executive Correspondence

(continued)

transfer to State Records Center. Retain in State Records Center for 5 years or until term in elected office ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This series documents the activities of the Governor's Office and provides historic information on issues addressed by this office.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 27261

3

TITLE: First Lady's speeches

DATES: 2004-2009

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The format selected may be paper, video tape, motion picture film, CD, DVD, etc.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 15, Item 10.

AUTHORIZED: 07/29/2009

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Disposition based on historical information provided on the contributions of the first lady to the governor's administration not readily available elsewhere.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 26809

3

TITLE: General counsel files

DATES: 2005-

ARRANGEMENT: Alphabetical by subject.

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are created and maintained by the Governor's general counsel. Files contain various documents accumulated by staff attorneys and may contain records such as notes, documentation of research, assessments, correspondence, and reports.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical Legal

AGENCY: Governor (2009- : Herbert)

SERIES: 26809

TITLE: General counsel files

(continued)

PRIMARY CLASSIFICATION:

Protected

SECONDARY CLASSIFICATION(S):

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 28491

3

TITLE: Governor Gary R. Herbert campaign records

DATES: 2010-

ARRANGEMENT: Chronologically

ANNUAL ACCUMULATION:

DESCRIPTION:

This series is made up of campaign records generated by campaign staff for Gary R. Herbert's 2010 gubernatorial campaign. Records include media briefings and talking points; event schedules and outlines; donor tracking sheets; campaign strategy meeting agendas; fund raising event plans, budgets, donor lists; account summaries and financial updates; summaries of preliminary voter results; Peter Corroon's remarks and education plan.

RETENTION:

Retain in office 1 year

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 04/17/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

Historical

AGENCY: Governor (2009- : Herbert)

SERIES: 28491

TITLE: Governor Gary R. Herbert campaign records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 28175

3

TITLE: Governor's mansion events records

DATES: 1991-

ARRANGEMENT:

ANNUAL ACCUMULATION:

DESCRIPTION:

Records created from the planning and hosting of events at the Governor's mansion.

RETENTION:

Retain permanently

DISPOSITION:

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RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Records document the events hosted by Utah's Governor at the mansion.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 28175

TITLE: Governor's mansion events records

(continued)

SECONDARY CLASSIFICATION(S):

Private. Records contain private information of vendors, visitors, etc.

AGENCY: Governor (2009- : Herbert)

SERIES: 28404

3

TITLE: Legislative bill files

DATES: 2009-

ARRANGEMENT: Chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains records documenting the process used by the Governor in determining whether to sign, veto, or allow a bill to become law without his signature. Case files may contain copies of the bill, amendments, and transmittal letters. Files may also contain correspondence with the Attorney General's office providing opinions on the legality and constitutionality of the bill, requests for input and responses from state agencies affected by the bill, and constituent correspondence expressing opinions about the bill.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 40.

AUTHORIZED: 11/15/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 28404

TITLE: Legislative bill files

(continued)

APPRAISAL:

Administrative Historical

These records have historical value as they document the decision making process used by the Governor's office before signing passed legislation into law.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 182

3

TITLE: Messages to the legislature

DATES: 1851-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains the Governor's messages to the legislature, state of the state addresses, and budget in brief messages.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

CD-ROM: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 182

TITLE: Messages to the legislature

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the value of these records as historical documentation of the Governor's messages to the Legislature over time.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 28406

3

TITLE: Photographs

DATES: 2009-

ARRANGEMENT: Chronological by year, thereafter alphabetical by title.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains photographs documenting Governor Herbert's term in office. The series includes photographs of proclamation signings; Governor's speeches; presentations; community and state events; meetings with staff, cabinet, local, state and national leaders and international visitors. Records which document an agency's history. Includes scrapbooks, photographs, articles, program notes and information about events and programs sponsored or funded by an agency. May also include narrative audio and audiovisual agency histories.

RETENTION:

Retain Until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 11/15/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 28406

TITLE: Photographs

(continued)

APPRAISAL:

Administrative Historical

This series provides an extensive summary of the governor's duties and activities, useful to the researcher wanting an overview of the daily obligations of the governor, the daily functions of the office or trying to track the timeframe of a particular event.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 28408

3

TITLE: Press releases

DATES: 2009-

ARRANGEMENT: Chronological by year then month, thereafter alphabetical by title.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains press releases and media advisories given to numerous media sources to publicize the Governor's activities and opinions. Records contain information on the appointment of judges and state officials, announcements of new businesses in Utah, legislative announcements and official decrees recognizing and celebrating significant individuals and events.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 15, Item 8.

AUTHORIZED: 11/15/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years or until term in elected office ends and then transfer to State Archives with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 28408

TITLE: Press releases

(continued)

APPRAISAL:

Administrative Historical

Press releases document an administration's activities and history and provide ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 19536

3

TITLE: Publications

DATES: 1975-

ARRANGEMENT: Chronological, thereunder alphabetical by title

ANNUAL ACCUMULATION:

DESCRIPTION:

Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006)

RETENTION:

Retain Until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 04/22/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 19536

TITLE: Publications

(continued)

APPRAISAL:

Administrative Historical

Publications document agency history and functions. Publications have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 27381

3

TITLE: Rural affairs records

DATES: 2004-

ARRANGEMENT: Alphabetical by subject

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

This series was created to assist the governor and the office staff to stay current on the subject of rural affairs. Although rural land issues are the primary focus other topics may be included as well. Such subjects may include: Utah State School and Institutional Trust Lands Administration (SITLA), Revised Statute 2477, federal land issues (Bureau of Land Management and Forest Service), county issues, wild and scenic rivers, etc. These files are generated in the governor's office and have nothing to do with files generated at the governor's Public Lands Policy Coordination Office.

RETENTION:

Retain 5 years.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 24.

AUTHORIZED: 02/11/2010

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 27381

TITLE: Rural affairs records

(continued)

APPRAISAL:

Administrative Historical

These records have historical value to researchers as they document the process used to create policy and programs within the Governor's office.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private

AGENCY: Governor (2009- : Herbert)

SERIES: 28405

3

TITLE: Schedule

DATES: 2009-

ARRANGEMENT: By type thereunder chronological by date.

ANNUAL ACCUMULATION:

DESCRIPTION:

These are the daily schedules created for Governor Herbert. They are created to coordinate his activities and obligations efficiently. Each schedule documents the dates, times, type of activities, notations, names of persons or groups with whom he would be meeting, and staff involved. Activities may include business meetings, speeches, or trips.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 4.

AUTHORIZED: 03/26/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until administrative need ends or governor leaves office and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 28405

TITLE: Schedule

(continued)

APPRAISAL:

Administrative Historical

This series provides an extensive summary of the governor's duties and activities, useful to the researcher wanting an overview of the daily obligations of the governor, the daily functions of the office or trying to track the timeframe of a particular event.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. Addresses, phone numbers of the people that met with the Governor

AGENCY: Governor (2009- : Herbert)

SERIES: 28409

3

TITLE: Speeches and official statements

DATES: 2009-

ARRANGEMENT: Chronological by year, thereafter alphabetical by title.

ANNUAL ACCUMULATION:

DESCRIPTION:

This series contains speeches, addresses, comments and statements prepared by Governor Herbert and his staff. Speeches and statements are presented to the public, government administrators, private groups, colleges and universities, business associations, and the media.

RETENTION:

Retain 5 years or until term in elected office ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 15, Item 10.

AUTHORIZED: 11/15/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year or until administrative need ends or governor leaves office and then transfer to State Records Center. Retain in State Records Center for 4 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

Disposition based on the value of these records in documenting agency achievements, procedures, and function.

AGENCY: Governor (2009- : Herbert)

SERIES: 28409

TITLE: Speeches and official statements

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Governor (2009- : Herbert)

SERIES: 20935

3

TITLE: State boards and commissions annual reports

DATES: 1996-

ARRANGEMENT: Chronological.

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files are loose leaf publications compiled by a database manager selected by the Governor from his staff. The creation of the annual reports is required by UCA 67-1-2.5 (5) (1998). The statute also requires that the database manager file the report with the Governor's office, the President of the Utah Senate, the Speaker of the Utah House, the Office of Legislative Research and General Counsel, and any other persons requesting a copy. The reports provide information on the executive boards as dictated by UCA 67-1-2.5(5) including: the number of boards, the state officer; department; or division with whom they are affiliated or under whose jurisdiction they fall, the total number of boards affiliated with or under the jurisdiction of each state officer; department; and division, the total number of members for each board, whether or not the board members are approved by the Senate, whether each is a policy making board or an advisory board and the number of each, and any compensation paid to board members. Other information includes: appointment of terms of members, phone numbers, addresses, political affiliations, and appointment dates.

RETENTION:

Retain Until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 12/04/1998

AGENCY: Governor (2009- : Herbert)

SERIES: 20935

TITLE: State boards and commissions annual reports

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

This disposition is based on the value of these reports in the creation of executive boards and commissions and appointments made to the boards by the Governor.

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2) (d); other records containing data on individuals the disclosure of which constitutes a clearly unwarranted invasion of personal privacy [address/phone number]

AGENCY: Governor (2009- : Herbert)

SERIES: 25403

3

TITLE: Task force and commission reports

DATES: 1896-

ARRANGEMENT: Chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are reports created by task forces and other similarly appointed groups whose conclusions and summaries are directed to the Governor. They are often isolated publications that do not constitute their own series.

RETENTION:

Retain Until administrative needs end.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 05/05/2004

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

CD-ROM: Retain in Office until administrative needs end and then transfer to State Archives with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Governor (2009- : Herbert)

SERIES: 25403

TITLE: Task force and commission reports

(continued)

APPRAISAL:

Administrative Historical

Disposition based on value of these records in documenting activities of the Governor's Office.

PRIMARY CLASSIFICATION:

Public